

OC-IMS-M83-011

4 February 1983

MEMORANDUM FOR: Executive Assistant, D/CO

STAT FROM:

[Redacted]
Acting Chief, Information Management Staff, OC

SUBJECT: OC-IMS Monthly Report - January 1983

1. Operational Activities:

- o On 20 January 1983, A/DC/OC/IMS attended a meeting to discuss the status of current cable dissemination by CDS and improvements of system. Assignment of Action-Diverting Indicators for OC Cables has been suggested. As of this date, OC/IMS has not further information concerning the assignment of Action-Diverting Indicators within OC.

STAT [Redacted]

- o OC-IMS forwarded 15 cubic feet of record material for deposit in the Records Center. An additional 62 cubic feet of non-record or duplicate material was destroyed.

- o On Thursday, 6 January, AC/OC/IMS attended the DDA RMO Meeting chaired by [Redacted] the DDA/RMO

- Listed below are certain items that may be of interest to you.
- The Office of Information Services has developed 20 items which will become part of the standard guidelines for Agency retirement and holdings of records. OC-IMS will incorporate these 20 items within the OC Records Control Schedule currently undergoing updating and revision.
- The Headquarters records review report will be submitted on a quarterly instead of monthly basis.
- There is no funding for TRIS (The Records Information System) system in FY-83. However, OIS will continue the development of the system.

(See attached DDA ADP Coordinators Meeting)

0 AC/OC/IMS suggested that Form 4158, request for terminals be processed through component channels with a info copy to the DDA to facilitate processing and approval of the terminals. The low allocation of terminals throughout the DDA prompted this suggestion. i.e. FY 84 OC will be allocated 2 terminals out of the 45 requested.

2. WANG

- o 6, 12, 26 January System Administrator Meetings Chaired by AC/OC/IMS. See Attached #1, #2, #3.
- o On 13 January, the OC-Wang System Manager briefed members of the Director's Office, PS & PB on passwords, security, basic functions of System Administrators and their support to the office.
- o A total of 20 OC personnel attended a WANG demonstration on the Alliance System sponsored by the WANG Corporation on 18 & 24 January 1983.

3. PERSONNEL

- o [] arrived 17 January 1983 for six months pending assignment to ASCA []
- o [] - transferred DC/OSO effective 31 January 1983
- o [] - Acting Chief, Pouch Section effective 31 January 1983
- o [] transferred [] effective 31 January 1983
- o [] part-time employee returned to college effective 24 Jan 83.

4. TRAINING

- o [] attended the Wang System Administrator AL-40 Course sponsored by WANG 17-20 January 1983.

2. WANG (Continued)

- o OC/IMS Wang System Administrators have been working with the Director's Office, PS & Budget in the establishment of Class, User, Library and Route Profiles for the pending arrival of the Wang Alliance System.

5. OVERTIME

- o Nineteen hours of overtime was utilized by OC-IMS to provide security escort for uncleared individuals involved in the installation of cable needed for the hookup of CSD equipment.

